

September 15, 2010

ITEM NO. C4

**AUTHORIZATION TO EXECUTE AMENDMENT NO. 2 TO CONTRACT NO. 9009
WITH SCREENING REPORTS, INC. FOR TENANT SCREENING SERVICES**

To the Honorable Board of Commissioners:

RECOMMENDATION

It is recommended that the Board of Commissioners ("Board") authorize the Chief Executive Officer or his designee to execute Amendment No. 2 to Contract Number 9009 ("Contract") with Screening Reports Inc. for tenant services screening services to increase the Contract's not-to-exceed amount by \$160,000.00. The contract's new aggregate not-to-exceed funding amount will be \$542,000.00.

FUNDING
General Fund

Vendor:	Screenings Reports, Inc.
Address:	729 North Route 83, Suite 321 Bensenville, Illinois 60106
Contract Type:	Professional Services
Base Contract Term:	Two (2) years, April 1, 2009 through March 31, 2011
Option Periods Remaining:	One (1) year
Original Contract Amount:	\$242,000 NTE
Increased Base Term Amount:	\$140,000 NTE
2nd Increased Base Term Amount	<u>\$160,000 NTE</u>
Aggregate Contract Amount:	\$542,000 NTE

M/W/DBE Participation:

Direct ____ % MBE ____ % WBE ____ % DBE
Indirect ____ % MBE ____ % WBE ____ % DBE
Waiver Approved ____

Section 3:

 1 (#) Hiring _____ (\$) Subcontracting ____ (\$) Other Economic Opportunities

EXPLANATION

To ensure continued compliance with CHA's Housing Choice Voucher ("HCV") Administrative Plan and 24 CFR 982.553 (Denial of admission and termination of assistance for criminals and alcohol abusers) HCV Program screens adult household members for certain types of criminal activity before admission to the program, at a move, for adult additions to the household, or head of household changes. Consequently, it is necessary to contract with a screening company to conduct the criminal background checks. The background check is then provided to CHA, which is used as assistance for a final determination.

On February 17, 2009, the Board authorized the CHA to enter into a contract for tenant screening services for public housing residents with Screening Reports, Inc. This vendor was chosen due to the fact that Screening Reports, Inc. offered the most robust services at competitive pricing, including (1) most comprehensive screening packet for the per person cost (multi-county criminal and eviction services as well as national criminal search, and multi-state sex offender searches), (2) ongoing post-occupancy crime alerts of individuals, (3) National social security trace and verification, and (4) customized scoring models to assist in objective readings of reports.

On March 16, 2010, the Board authorized the CHA to amend the contract with Screening Reports, Inc so that the HCV Program could take advantage of the Contract and to increase the Contract's not-to-exceed amount. Subsequently, the HCV Program's special Improving Properties Initiative ("IPI") (and data matching agreement with CPD), resulted in the HCV Program running background checks for all HCV households admitted prior to FY2010. In addition, the modified HCV FY2010 Administrative Plan states, "HCVP will run a criminal background check on each adult family member 18 years and older, including Live-In-Aides at admission, annual reexaminations, at interim reexaminations, and moves". Because of this increased volume of screening reports, the HCV Program is requesting authorization to add \$160,000 to the Contract's not-to-exceed amount to cover the costs of running these additional criminal background checks. Additionally, Screening Reports, Inc. has agreed to provide the CHA with segregated billing for this special initiative at a reduced cost of \$5 per screening. The HCV Program and special IPI background screenings, and anticipated costs for the anticipated screenings for all tenant based voucher family adults 18 years and older, including, live-in-aides are included in this request for a funding increase.

Based on the foregoing, it is in the best interest of the CHA to authorize the Chief Executive Officer or his designee to amend the Contract Number 9009 with Screening Reports Inc. to provide tenant services screening services to the HCV Program and increase the Contract by an amount not to exceed \$160,000.00. The contract's new aggregate not-to-exceed funding amount will be \$542,000.00.

RESOLUTION NO. 2010-CHA-118

WHEREAS, the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated September 15, 2010, entitled, "AUTHORIZATION TO EXECUTE AMENDMENT NO. 2 TO CONTRACT NO.9009 WITH SCREENING REPORTS, INC. FOR TENANT SCREENING SERVICES".

THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY

THAT, The Board of Commissioners authorizes the Chief Executive Officer, or his designee, to execute an amendment to Contract No. 9009 ("Contract") with Screening Reports Inc. to increase the Contract's not to exceed amount by \$160,000.00 to provide tenant services necessary screening services for the CHA. The contract's new aggregate not-to-exceed funding amount will be \$542,000.00.

